

Minutes
INDIANA BOARD OF FIREFIGHTING
PERSONNEL STANDARDS AND EDUCATION
MEETING

Sept. 22, 2014 6:00 P.M.

Madison Twp. FD

3413 No. Michigan Rd.

Madison. IN 47250

- A Chairman Wyant called the meeting-to order at 6:00 p.m.

Present

Greg Wyant (chair)
Burke Jones (vice-chair)
Rob Lund (secretary)
John Smith
Eric Gentry
Tom Hanify
Joe Romero
Eric Dreiman

Absent

Chris Johnson
James Greeson

- B. Rob Lund made a motion to approve June 19, 2014 and June 21, 2014 minutes as submitted. Eric Gentry seconded. Motion passed.

- C Variance requests;

1. John Roberts requested reciprocity for Fire Inspector I. He holds an Illinois Fire Prevention Officer certification, dated August 12, 1997. He was requesting that his work history be considered an equivalent to continued education/training.

Staff recommended tabling this item. The request for more information was sent on June 17th and staff had not as of this date received a response from this individual.

Burke Jones made a motion to table pending receipt of more information. Rob Lund seconded. Motion passed.

2. Capt. Chris Gorbett, Captain of Training at the LFDJHS Fire Rescue Academy, requested a variance for 655 IAC 1-1-12 (h), on behalf of the following students to allow the time testing for all skills, including the final practical skills, to be extended until their 18th birthday:

Jesus Gayton, Daniel Gualajara, Thania Hernandez, Gage Isabell, Nicholas Marshall, Noah Minkert, Auston Napier, Sherelle Richards, Laurdes Sanchez, Damon Waters.

These individuals will turn 18 starting Oct. 2014 thru March 2016.

The staff recommended that the Board discuss the issue of how long practical skills examination results can be extended beyond the 180 days currently in the rules.

The issue is that the interpretation of testing for persons under the age of 18 is now resulting in applicants asking the board to extend the valid date of practical skills testing beyond 180 days after the date of the test.

The issue is that a 15 year old could take a mandatory course and test for the skills and then request a variance that would result in a certification being issued as much as 3 years after the practical skills test.

- The Board should consider limiting the time allowed for the extension.
- What if we allow written test prior to 17 years of age and skills after 17 years of age.
- Allow an 18 month extension as practicals

Staff did not make a recommendation on the time issue, but participated in the discussion during the Board meeting to assist the Board in determining the consequences of potential action.

After a lengthy discussion, Tom Hanify made a motion to approve the variance providing that the student was 17 years of age at time of testing, and the Board will extend the practical skills exam results for an additional 6 months, with the additional condition that the variances were granted only for Mandatory, Hazmat Awareness, Hazmat Operations, Technical Rescue Awareness, Fire fighter I and II certifications. Eric Gentry seconded the motion. Motion passed.

3. Alex Johnson requested a variance for his Hazardous Materials Operations skills 655 IAC 1-1-12 (h). They expired in June 2014, but due to family issues he was unable to test at prior to them expiring. He was requesting the time frame for expiration be extended until Nov. 1, 2014.

Staff recommended approval due to extenuating circumstances related to family deaths. Staff recommended the limit on this variance be that testing is completed no later than Nov. 1, 2014.

Eric Dreiman made a motion to approve. Burke Jones seconded. Motion passed.

4. Marc Huffer requested a variance for Instructor II/III based on his Indiana Wesleyan transcripts. He holds a Master of Education, is an Indiana licensed teacher and is currently an Instructor I.

Staff recommended denial. There is no record of Marc completing the Instructor III skill requirements.

John Smith made a motion to deny the request. Robert Johnson seconded. Motion passed. The request was denied due to insufficient information concerning completion of Instructor III skills requirements.

5. Joseph Tiemeyer requested a variance for Instructor I based on Franklin College transcripts. He has been an active Firefighter since 2004.

Staff recommended denial. There is no record of Joseph completing the instructor I skills or the equivalent of NFPA requirements.

Greg Wyant noted that he was not a state licensed teacher. Tom Hanify made a motion to deny the request. Joe Romero seconded. Motion to deny the request passed due to insufficient information concerning completion of Instructor I skills or the equivalent of NFPA requirements.

6. Robin Nicoson was requesting a variance for his students at ESEC to be allowed to extend the time on the validity of practical skills exam results.

After a lengthy discussion, Tom Hanify made a motion to approve the variance, providing that the student was 17 years of age at time of testing, and the Board will extend the practical skills exam results an additional 6 months, with the additional condition that the variances were granted only for Mandatory, Hazmat Awareness, Hazmat Operations, Technical

Rescue Awareness, Fire fighter I and II certifications. Eric Gentry seconded the motion. Motion passed.

7. Jeffrey Burning (Anthis Career Center) requested a variance from the 180-day test results validity limit for practical skills for the following juniors and seniors, enrolled in the State of Indiana - Pathways Career and Technical Education fire program at the Anthis Career Center. These students will be completing the following courses this school year: Mandatory Firefighter; HazMat Awareness & Ops; Technical Rescue Awareness, and Firefighter I & II. They understand they will not be certified until they reach their 18th birthday and personally request those certifications:

18th Birthday

Alsharai, Adham	2/27/15
Buchanan, Robert	10/23/15
Cornewell, Justin	11/25/15
Douglas, Lane	3/12/16
Feldheiser, Taylor	10/20/15
Glover, Riley	12/30/15
Gross, Sadie	10/04/14
Heckman, Justin	7/14/15
Loraine, Eddie	6/18/15
Miller, Tabatha	9/16/16
Pranger, Austin	1/14/16
Rowlison, Mercedes	7/12/15
Schuerman, Korban	4/02/16
Wood, Devin	8/25/15
Blotkamp, Chase	8/03/14
Dunn, Eric	12/28/15
Eachen, Hunter	4/01/16
Federspiel, Joe	4/29/16
French, Hunter	8/20/15
Gemmill, Dyllan	3/12/16
Gillum, Scott	9/06/15
Gynn, Conner	6/07/15
Highland, Ashley	7/17/15
Krull, Riley	10/28/15
LaRue, Andrew	3/22/15
Mast, Lee	12/15/15
Mcclure, Amber	11/07/15
Ray, Jonathon	4/22/16
Reister, Cody	10/29/14
Rickman, Dylan	10/23/15
Scott, Crighton	12/19/14
Sellers, Kurtis	7/24/14

Talamantes, Ricardo 7/22/15
T'Kindt, Patrick 3/13/15

After a lengthy discussion, Tom Hanify made a motion to approve the variance, providing that the student was 17 years of age at time of testing, and the Board will extend the practical skills exam results an additional 6 months, with the additional condition that these variances are for only for Mandatory, Hazmat Awareness, Hazmat Operations, Technical Rescue Awareness, Fire fighter I and II certifications. Eric Gentry seconded the motion. Motion passed.

D. Robert Johnson, Asst. State Fire Marshal report:

October is fire prevention month and he wanted to let everyone know that there are programs out there recognizing this. Staff is looking for a new vendor for the NFIRS program. The Marshal's office will keep everyone informed as to the status of this issue. Smoke alarms for the hearing impaired are now available. Contact Robert Johnson, Asst. State Fire Marshal, rjohnson@dhs.in.gov for these. The State Fire Marshal Seminars are scheduled for Jan. 24, Feb. 7 and Feb. 28 in 2015. They have not set the locations yet, but will be publishing more information soon.

E Joe Romero, Director of Preparedness and Training report:

ICS Training will be starting back up at the end of Oct 2014. They are working to get this in the Acadis system so certification will be issued from there and on your person's permanent record.

F. John Buckman, Fire Training report:

Fire Officer Strategy and Tactics

The current and proposed curriculum is specifically targeted to the municipal fire services. Indiana has a significant Industrial fire brigade system that functions in many cases just like municipal fire services. These Industrial brigade firefighters participate in the state certification system. One of the challenges, specifically, is that the Fire Officer Strategy and Tactics certification course is not pertinent in many of the skills used by the Industrial fire brigade firefighter.

The proposal for the Board to consider authorizing is the development of scenarios that meet the needs of the Industrial brigade firefighter and the

strategic and tactical planning required for firefighting in that system. The additional skills would meet or exceed the NFPA standards currently being met by the Fire Officer Strategy and Tactics certification standard.

He will ask the current task force members to work on this issue and give staff guidance. Staff will ask that there be at least 3 skills that would be required to be completed by each student and then the lead instructor will have flexibility in selecting the additional skills. An example: if the class is primarily volunteer, the lead evaluator may select the skills that include home response systems, a class of primarily career/urban firefighters may select the high rise scenarios, and finally, if the class is delivered to industrial brigade, they would complete the scenarios related to industrial fire department activities.

His question to the members of the Board was, based upon the limited information he had provided, is there an objection to staff proceeding with the development of this concept in partnership with our Industrial partners? The Board will be presented the additional skills prior to implementation. He asked that the Board grant staff permission to develop BETA testing for the conduct of 2 courses with the additional skills to test the validity of the concept.

John Smith made a motion to approve the request, Robert Johnson seconded. Motion passed.

Fire Officer IV

The skills associated with FO IV are extremely complex and difficult to achieve by the certificate candidate. This is the highest level of certification for a firefighter/officer. FO IV is equivalent to an upper level college degree. Students spend 40 to 60 hours completing the skills associated with FO IV.

The current skill sheets are a realistic expectation from the NFPA standard. However, the evaluation of the materials submitted by a student to a lead evaluator is subjective. The evaluation is subjective mainly because the Board/State staff has not developed criteria for evaluation.

Here is an example of one of the tasks associated with this certification:

Given the appropriate community demographics data, appraise the department's human resource demographics to determine if the

recruitment, selection, and placement of human resources are effective and consistent with law and current best practices.

Now imagine you are the Lead Evaluator/Evaluator receiving 12 students' assessments of the required information. How do you grade their submission? What are the criteria for one student passing and another student not passing?

Mark Staggs, Chief of Training and Ron Cranfill, Battalion Chief for Wayne Township FD have both completed their FO IV at the Alabama Fire College. The Alabama Fire College has a very well developed program that has measurable criteria for the development, review and evaluation of the student submissions.

Additionally, staff will look into the assessment tools IDHS has for disaster plan development and evaluation. Staff will contact the Center for Public Safety Excellence to see if we can use parts of their accreditation self assessment manual. Both of these products will give us more consistent evaluation instruments that will insure the students who participate in this certification have met the minimum criteria and, if an evaluator should fail one or more of the skill submissions, there is a fair and uniform evaluation instrument that is open and clear.

He requested that the Board authorizes a BETA course conducted by Chief Staggs and Chief Cranfill. The BETA test course will allow the development of the criteria as listed above and to test it before full implementation. Any changes made in the skills for the BETA testing will meet or exceed the current NFPA standards. He will provide copies of skill evaluation at the Board meeting to support this request.

He asked the Board for a motion to approve the FO IV beta testing.

Burke Jones made a motion to approve the request for Wayne Twp to beta test this process. Joe Romero seconded. Motion passed.

Module Testing issue

John Buckman provided information to clarify testing when the module system is used. When an applicant signs up for an on-line test in the IGMS system, there is one difference from other testing requests. The student PSID # must be listed next to their name on the roster. All skills examinations are required to be completed prior to the written exam.

Module A

This test consists of a written exam and practical skills. When the student passes all required testing, their record will show Mandatory training completion. No certification will be given at this point.

Module B

All students on the roster must have completed Module A and it must be on their record. If it is not, a test ID will NOT be created for Module B. Only the students that meet this requirement should be on the roster for Module B testing. If ineligible students are listed, this will result in the test application being put back into initial status for correction and the Lead Instructor may have to adjust the test date. Once this module has been completed, the student will receive a certification for Mandatory, Hazmat Awareness, Hazmat Operations, and Technical Rescue Awareness.

Module C

All students on this roster must have completed and been certified under Module B testing. If the student does not hold the certifications for Module B, a test ID will not be created for them. Once again, if ineligible students are listed, this will result in the test application being put back into initial status for correction and the Lead Instructor may have to adjust the test date. Students **MUST** have completed Module A and B to be eligible for Module C.

Module D

This Module is a little different than modules A-C. This is a stand alone module, and the student is not required to have completed modules A-C. However, they must hold the Firefighter I certification. Again, if ineligible students are listed, this will result in the test application being put back into initial status for correction and the Lead Instructor may have to adjust the test date.

A STUDENT CANNOT DO MULTIPLE TESTS IN THE SAME WEEK.

There is mandated 15 day period for testing. The student **must** have the certification on their record before a test ID will be created for the next step.

Failure to follow these procedures will result in test scores being voided. Instructors are required to know the Board rules and procedures and to follow them. Staff asked the Board for a motion to affirm the information as presented or modified at the meeting that this is procedure to follow for those Lead Instructors/Evaluators/Proctors who desire this path to certifying firefighters.

John Buckman asked the Board to approve the following policy statements.

Joe Romero made a motion to approve. Tom Hanify seconded. Motion passed.

Policy Statements Effective Nov 1, 2014

1. PSID numbers are required for all students testing prior to the test being sent.

Background -The failure to provide the PSID numbers increases the time to process and grade testing. This creates frustration on the part of the student as tests are not graded and staff is waiting on the lead instructor/evaluator to have the student register. When a test is requested through the IGMS system, the lead instructor/evaluator/proctor is required to put the PSID number next to the student name. Course registrations that do not have the PSID numbers will be denied. This may cause the lead instructor/proctor to change the written test date if PSID numbers are not provided. This is an issue with paper testing only, as online testing requires a PSID to obtain an online test access code. Having PSID number issued at the time the course is registered will also assist in the automatic conferral of certifications at the conclusion of the course. The Acadis system will automatically confer certifications each evening at midnight if all of the requirements have been met by the students. This means the students can go in to their portal account and download and print their certificate.

2. PSID numbers are required on written test bubble sheets.

Background - On the bubble sheet, the student is expected to use their PSID number where it asks for ID number. It is in the instructions provided to the proctor. The students are required to put their PSID numbers "xxxx-xxxx" in that box. A bubble sheet that does not have the PSID number as the identifier will be voided. This will require the proctor of the exam to review the paperwork to verify the information prior to sending the testing back. The proctor shall verify that the student provided PSID number is accurate. The proctor shall verify the student has provided the PSID number on the bubble sheet in the ID box.

Staff will place a notice on every test booklet that is distributed that states: "Tests cannot be processed/graded if accurate PSID numbers are not listed on the bubble sheet in the ID box." In some cases, staff waits several weeks for the proctor to provide this information. Having PSID numbers on the test bubble sheet will assist in the automatic conferral of certifications at the conclusion of the course. The Acadis system will automatically confer certifications each evening at midnight if all of the requirements have been met by the students. This means the students can go in to their portal account and download and print their certificate.

3. Paper tests will be sent to the proctor's home address.

Background - Test security is a huge issue when testing materials are sent to fire station or other places where the addressee is not located. The lack of test security violates one of the Board rules. Staff will no longer ship tests to a fire dept. or any other facility. This has caused some security issues in the past where packages are left unattended and the students are getting the tests prior to the proctor.

4. A valid individual email address shall be provided during test registration.

Background - Staff is sometimes asked to mail to a general FD mailbox or other email address where multiple people have access. This creates a test security issue and violates Board rules. Staff has no control at *abcfire@abcfire.com* as one example. This creates significant issues for online testing as the test ID numbers are provided to that email address. If staff finds an invalid e-mail, the test request will be denied and sent back. This may cause the lead instructor/evaluator/proctor to change the written test date.

5. If a student on a test roster has not met the prerequisites for the test being given, that student will be removed from the roster by staff. examination unless they are registered in the system.

Background - Staff can't locate the student in the database unless they are tied to a specific course. This results in multiple efforts by staff to contact the lead evaluator or, in many cases the lead instructor, to determine which course number the student was registered under. Certifications can't be recorded without the student being tied to a specific course. Action - student written test will not be processed until such time as the valid course number is provided to certification staff.

Tom Hanify made a motion to approve the above policies. Eric Gentry seconded. Motion passed.

G. Administrative proceedings;

1. Authorization of administrative Law Judge, Justin Forkner

Tom Hanify made a motion to authorize Justin Forkner to serve as administrative law judge for the Board of Firefighting Personnel Standards and Education, including, without limitation, the authority to:

1. Assume all pending administrative cases before the Board;

2. Act as administrative law judge for all new cases to come before the Board;
3. Hear and rule upon petitions for stays of enforcement; and
4. Hear and decide appeals to Emergency Orders issued with respect to one or more violations of the Board's rules.

Burke Jones seconded. Motion passed.

2. Administrative Cause No. 14-04, Non final order of dismissal
3. Administrative Cause No. 14-03, Non final order of dismissal
4. Administrative Cause No. 14-05, Recommended dismissal order

Burke Jones made a motion to affirm the Nonfinal Orders and the Recommended Dismissal. Tom Hanify seconded. Motion passed.

5. Petition for review: Emile Sunier
Burke Jones made a motion to grant the appeal and to send to Judge Forkner.. John Smith seconded. Motion passed.
6. Revocation of Chad Heishman mandatory certification. He pled guilty to Class C felony, child molestation. 655 IAC 1-1-7.
The Board had several options under IC22-112-7-7 (4) in which to take action on. Permanently revoke the certification; suspend the certification; censure the person; Issue a letter of reprimand; or place person on probation.

Tom Hanify made a motion to permanently revoke Chad Heishman's Mandatory certification. John Smith seconded. Motion passed.

H Old business;

1. Chairman Wyant-Recommendation to establish a Board position for military activation and subsequent certification lapses (EMS allows 120 days grace after separation from the military) 655 IAC 1-2.1-19 and 1-2.1-20

The Board asked staff to submit a non rule policy on this issue at the Nov. meeting.

3. ADA accommodation, 1st draft

The Board had 2 different forms submitted. Both forms had good points and staff was asked to see if they could combine the forms into one and submit a final at the Nov. meeting. .

K. New business;

1. Letter from Mike Feely, Huntertown Volunteer Fire Company Inc.

The letter explained about the part that career centers play in the training of firefighters and that fire depts. benefitted from these firefighters because they were fully trained and certified at graduation and ready to go to work. The fire depts. did not have to do any more training or expend any money training new recruits because of the career centers.

2. Proposed 2015 meeting dates;

Feb. 16; April 13, June 11 (Horseshoe Casino IVFA); Aug. 3 (Evansville); Sept. 28; Nov. 28.

L. Open floor for any comments, questions or opinions. No comments

M. Meeting adjourned at 8:35 pm

NEXT MEETING:

Nov. 3, 2014; 6:00 p.m.
Decatur Fire Department
5410 So. High School Rd.
100 So. Water St.
Indpls., IN 46221
317-856-5400
Contact: Chief Dale Henson